**Daily Timetable (Ms. Fred)**

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| **Day** | **Time** | **Job Descriptions** |
| **Monday** | 8:00am-5:00pm | * Clerical work * Organizing and managing documents * Assistance to Immediate Supervisor |
| **Tuesday** | 8:00am-5:00pm | * Clerical work * Organizing and managing documents * Assistance to Immediate Supervisor |
| **Wednesday** | 8:00am-5:00pm | * Clerical work * Organizing and managing documents * Assistance to Immediate Supervisor |
| **Thursday** | 8:00am-5:00pm | * Clerical work * Assistance to Immediate Supervisor * Automating some office procedures (FB Pages, google forms) * Data Encoding and Data Analysis |
| **Friday** | 8:00am-5:00pm | * Clerical work * Assistance to Immediate Supervisor * Performing some basic Natural Language Processing (NLP) |

**Daily Timetable (Mr. Jay)**

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| **Day** | **Time** | **Job Descriptions** |
| **Monday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor (Planning Officer) * Graphics editing (photos/videos) |
| **Tuesday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor (Planning Officer) * Graphics editing (photos/videos) |
| **Wednesday** | 8:00am-5:00pm | * Clerical Work * Organizing and managing documents * Assistance to the Immediate Supervisor |
| **Thursday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor * Data Encoding and Data Analysis |
| **Friday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor * Performing some basic Natural Language Processing (NLP) |

**Daily Timetable (Mr. Josh)**

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| **Day** | **Time** | **Job Descriptions** |
| **Monday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor * Analyze, design, build and test the product |
| **Tuesday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor * Analyze, design, build and test the product |
| **Wednesday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor * Analyze, design, build and test the product |
| **Thursday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor * Analyze, design, build and test the product |
| **Friday** | 8:00am-5:00pm | * Clerical Work * Assistance to the Immediate Supervisor * Analyze, design, build and test the product |